



### **JOB DESCRIPTION**

<b>TITLE:</b>	Examinations Officer
<b>GRADE/SALARY:</b>	Grade H (£23,228 - £25,717 pro rata)
<b>HOURS:</b>	27.5 hours per week, Term Time Only, 38 weeks per year.
<b>RESPONSIBLE TO:</b>	Exams Manager
<b>CAMPUS:</b>	Strode's College, Egham
<b>JOB PURPOSE:</b>	<p>To deliver an effective and responsive examination service to staff and students by taking day to day responsibility for all work relating to the operation of Examinations processes.</p> <p>To provide Examination services including, but not limited to, Examination registration, liaison with awarding bodies, organising examinations, invigilation and gathering, recording and distributing results to all parties involved in examination processes and procedures.</p>

**N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.**

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#### **The main duties and responsibilities of the post include the following:-**

1. Investigate and where possible resolve staff and student queries relating to examinations
2. Check and collate candidate entries and make submissions to the Awarding Bodies as instructed
3. Ensure that exams are timetabled, roomed and invigilated
4. Under the guidance of the Examinations Manager ensure that the rules and regulations of the Awarding Bodies are adhered to before, during and after Examinations
5. Ensure that examination closing dates and timetables are publicized
6. Prepare, check and dispatch to candidates examination information
7. Check for and report examination clashes
8. Ensure that arrangements are made for oral/practical examinations
9. Liaise with Study Support and other departments to ensure candidates' or examination specific requirements are met in accordance with Awarding Body Regulations

10. Check receipt of question papers and examinations stationery and be responsible for their safe custody at all times
  11. Prepare examination envelopes of exam materials and check the layout and suitability of exam rooms
  12. Be responsible for the safe custody of scripts/answer sheets/tapes/coursework in accordance with Awarding Body regulations
  13. Prepare, check and dispatch to candidates results and certificates
  14. Assist in the ongoing introduction and development of online testing systems as and when released by the awarding bodies
  15. Ensure that all student exam entries, registrations and results are recorded on the Management Information System (EBS)
  16. Assist with the issue of results on results days
  17. Ensure that all Work Based Learning students are certificated with Apprenticeship Certificates England on completion of their framework
  18. Ensure consistency of working practice with other areas of Examinations and to work towards agreed service standards
  19. Any other duties commensurate with the grading of this post as may be required from time to time.
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## **NOTE**

The post will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the College's Data Protection Policy

May 2018



## **PERSON SPECIFICATION**

### Examinations Officer

Please note this role will be based in Strode's, however you may be required to work at our Langley and Windsor Campus.

	<b>Essential</b>	<b>Desirable</b>	<b>Source of Evidence</b>
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
GCSE level English (Grade C) or equivalent or willing to work towards	✓		AF
GCSE level Maths (Grade C) or equivalent or willing to work towards	✓		AF
<b>EXPERIENCE</b>			
Experience of working in exams in the FE or educational sector	✓		AF
<b>SKILLS / KNOWLEDGE / ABILITIES</b>			
Demonstrable clerical, administrative and organisational skills	✓		AF / IV
Ability to work under pressure and to tight deadlines	✓		IV
Proven basic IT skills (Word, Excel & Outlook)	✓		AF/IV
Ability to work on own initiative	✓		IV
Ability to work effectively as part of a team	✓		IV
Ability to communicate effectively at all levels	✓		IV
Flexible approach to working practices	✓		IV

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the elements may be assessed by the Test/Presentation

All or some of the above elements may be assessed at interview